



## SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT



**DO NOT USE FOR**

\* Contractor  
vehicle permit

**OR**

\* Single Day  
Temporary Parking  
Restriction  
Request

### DIRECTIONS

#### Step One:

- If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1293 ✓
- If this request involves renting the Big Four Depot - Community Room,  
Riehle Plaza, or John T. Myers Pedestrian Bridge  
Contact Facilities Department for availability / 765-807-1323

#### Step Two:

- Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021

### User Information

Date of Event: April 23, 2022 Time: From: 6:30 am/pm to: 8:30 am/pm

Name: Angelique Johns Organization: JHS Prom

Street Address: 1201 S. 18<sup>th</sup> St

City: Lafayette State: IN Zip Code: 47905

Contact person(s): Angelique Johns Phone Number(s): 765-772-4700 work

Email: ajohns@isc.k12.in.us 765-491-6774 cell

Event Description: JHS brand march

Caterer: NA Caterer's Phone Number: NA

### This event will utilize the following venues (check all that apply):

- ☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge  
☐ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other \_\_\_\_\_

### This event will include the following elements (check all that apply):

Estimated Attendance: 500 ☐ Private Trash Hauler (must be removed by 8am following day)

☒ Street/Sidewalk/Right-of-way restriction or closure ☐ Food or Beverages

☐ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies

☐ Alcohol (security is required) ☒ Security (required when serving alcohol)

**Not sure if you need an A&E Permit? Go to:**

☐ Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other \_\_\_\_\_

**Optional Equipment & Services:**

- ☒ Traffic Control: barricades, **No Parking** signs, water barriers, **Road Closed** Signs \$25
- ☐ City Equipment: Trash totes, other \$25

**Timetable** (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days			42 days
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

**Application submittal checklist**

- ☒ Application
- ☐ Pre-event meeting (if required)
- ☒ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days prior to Board of Works hearing**)
- ☒ Letter of request to Board of Works (omit if only using Big Four Depot community room)
- ☒ Receipt – payment made to City of Lafayette
- Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ 25 (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ 25 (optional)
- ☒ Certificate of Insurance
- ☐ Amusement & Entertainment Permit # \_\_\_\_\_
- Not sure if you need an A&E Permit? Want more information? Go to:  
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- ☐ Traffic Control / Public Safety / Emergency Plan
- ☒ User Agreement
- ☒ Board of Public Works and Safety meeting (if required)



**USER AGREEMENT:**

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

Date: \_\_\_\_\_

"User"

By: Angelique Johns  
Signature

Printed: Angelique Johns

Date: 11-16-21

# JEFFERSON HIGH SCHOOL

Lafayette School Corporation

1801 South 18<sup>th</sup> Street Lafayette, In 47905

Dear Sir/Madam:

On April 23<sup>rd</sup>, 2022 Jefferson High School will host their 2022 senior prom. The location for this year's prom is the Lafayette Theater located on 600 Main Street in downtown Lafayette. This is a special evening for our seniors and their families. Not only will many of our seniors participate in the event, but also families and community members will be present to take pictures and capture the special moments of the evening.

We are asking for your assistance to help us make the night run as smooth as possible. With so many people attending the event, we feel that it would be in everyone's best interest if we were able to get Main Street closed from 6:30pm to 8:30pm.

We are happy to work with you to refine any details of closing Main Street for our event. It is our intent to pay \$25 permit fee. We will also inform any neighboring businesses that could possibly be affected by the closer. Thank you for your consideration of this matter.

Sincerely,

Angelique Johns and Danielle Houston

Senior Class Sponsor

[ajohns@lsc.k12.in.us](mailto:ajohns@lsc.k12.in.us)

[dhouston@lsc.k12.in.us](mailto:dhouston@lsc.k12.in.us)

A Nationally Recognized School of Excellence

Phone: 765.772.4700

# JEFFERSON HIGH SCHOOL

Lafayette School Corporation

1801 South 18<sup>th</sup> Street Lafayette, In 47905

Dear Sir/Madam:

On Saturday April 23<sup>rd</sup>, Jefferson High School will host their 2022 senior prom. The location for this year's prom is the Lafayette Theater located on 600 Main Street in downtown Lafayette. This is a special evening for our seniors and their families. Not only will many of our seniors participate in the event, but also families and community members will be present to take pictures to capture the special memories of the evening.

I am writing to inform you that your business may be affected on April 23<sup>rd</sup> due to our event. With so many people attending the festivities, we feel that it would be in everyone's best interest to have Main Street and the sidewalk directly in front of Lafayette Theater closed from 6:30pm to 8:30pm. This would help our seniors, and their families, and friends to enjoy the time leading up to prom, including Grand March.

We appreciate your understanding on this very important matter. Please feel free to contact me with any questions or if we can send out specials for parents to come visit your establishment during this time feel free to email us.

Sincerely,

Angelique Johns and Danielle Houston

Senior Class Sponsor

[ajohns@lsc.k12.in.us](mailto:ajohns@lsc.k12.in.us)

[dhouston@lsc.k12.in.us](mailto:dhouston@lsc.k12.in.us)

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Phone: 765.772.4700



Duncan Hall

N 6th St

Handies

Lafayette Theater

Lafayette Brewing Company

City Foods

DT Kirby's

LE. Originals and Friends  
Cobbler Shoppe

Peace Love & Daisies

Sports Etc

Center Street

Main St

Main St

Main St

Thieme and  
Wagner Bar Front

Main St

Main St

N 7th St

The Red Rasp  
Bou

Instant copy

Ba  
Pe

Petes Diner

Tone Def Systems

Close street  
only street  
in front theater -  
Lafayette  
from lot  
parking



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/16/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Mitchell Agency, Inc. 2800 Ferry St Lafayette IN 47904	<b>CONTACT NAME:</b> Kym Hussong	<b>FAX (A/C, No):</b> 765-742-4077	
	<b>PHONE (A/C, No, Ext):</b> 765-742-1135	<b>E-MAIL ADDRESS:</b> kmh@mitchellagy.com	
<b>INSURED</b> LAFAYETTE SCHOOL CORPORATION 2300 CASON STREET LAFAYETTE IN 47904	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A : LIBERTY MUTUAL INSURANCE		22659
	INSURER B : RTW, INC.		
	INSURER C : PEERLESS INSURANCE COMPANY		24198
	INSURER D :		
	INSURER E :		
INSURER F :			

**COVERAGES****CERTIFICATE NUMBER:** 657450336**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		TB6-Z51-292946-021	4/8/2021	4/8/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AS6-Z51-292946-011	4/8/2021	4/8/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			TH7-Z51-292946-071	4/8/2021	4/8/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	ACIN000106-9	4/8/2021	4/8/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For Jefferson High School Prom, April 23, 2021 - The City of Lafayette will be additional insured, as required by contract.

**CERTIFICATE HOLDER****CANCELLATION**CITY OF LAFAYETTE  
20 N. 6TH STREET  
LAFAYETTE IN 47901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MISCELLANEOUS PAYMENT RECPT#: 2985132  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 12/01/21      TIME: 14:11  
CLERK: sscott      DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT:

CHARGES:  
APG1 APPLICATION FEE      25.00  
BARR BARRICADE RENTA      25.00  
AMOUNT PAID:      50.00

PAID BY:      JEFFERSON PROM COMMI  
PAYMENT METH: CREDIT CARD  
M 8439 1223

REFERENCE:

AMT TENDERED:      50.00  
AMT APPLIED:      50.00  
CHANGE:      .00